

Sample Letter to Students and Parents

Date

Dear parent / student :

This year, your high school is offering a course called Jobs for Montana's Graduates (JMG). The class is designed to educate students on careers, leadership, community service and social awareness. The program's goal is to encourage students to remain in school and graduate. Your son / daughter has been *selected* into the JMG program and will receive academic credit toward graduation.

Instruction throughout the school year will provide students with:

- ❖ **Leadership and Self-development** ~ Working as a member of a team, including: understanding the role and function of a leader;
- ❖ **Healthy Lifestyles** ~ Identifying a value system and how it affects life and decision-making skills;
- ❖ **Career Development** ~ Identifying occupational interests and abilities while exploring career paths through job shadowing and other work-related experiences;
- ❖ **Basic Skills** ~ Exercising verbal and written communication skills, performing mathematical calculations and learning the necessary skills to study effectively;

The program will help students understand the value of a high school education in relation to the world of work and future earnings potential. JMG focuses on the importance of academics, career awareness, involvement in a student organization, volunteerism within the community, as well as social and civic responsibility.

The Montana Career Association (MCA) provides students the opportunity for leadership and self-development in building stronger personal relationships through association with other career-minded students. This student-led organization helps each participant develop confidence, build self esteem, and maintain positive attitudes to lead a more productive life.

Let JMG help your student graduate and acquire a successful and satisfying future in the world of work. If you have any questions or concerns about the JMG program, please feel free to contact me at either the phone number or email shown below.

Sincerely,

Job Specialist

Address

Phone number

Email